

**Schedule DD**

Attach to Form RMFT-5 or Form RMFT-5-US

MFT, UST, and EIF**Dyed Diesel Fuel Sold and Distributed****Tax- and Fee-Free in Illinois to Licensed Distributors or Suppliers****Step 1: Complete the following information**

Company name _____

Your license number _____

Reporting period ____/____/____
Month Year

Check the tax/fee type you are listing on this page.

☐ MFT-free only☐ UST-/EIF-free only☐ Both MFT- and UST-/EIF-free**Step 2: Report your tax- and fee-free sales and distributions**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|------------------------------------|-------------------|--------------------|--------------------------------------|-------------------|----------------------------------|---------------------------------------|-------------------------------|---------------------|
| Invoice date (month, day, year) | Invoice number | Name of carrier | Bill of lading or manifest number | Name of purchaser | Origin (Illinois cities only) | Destination (Illinois cities only) | Purchaser's license number | Invoiced gallons |
| 1 ____/____/____ | | | | | | | | |
| 2 ____/____/____ | | | | | | | | |
| 3 ____/____/____ | | | | | | | | |
| 4 ____/____/____ | | | | | | | | |
| 5 ____/____/____ | | | | | | | | |
| 6 ____/____/____ | | | | | | | | |
| 7 ____/____/____ | | | | | | | | |
| 8 ____/____/____ | | | | | | | | |
| 9 ____/____/____ | | | | | | | | |
| 10 ____/____/____ | | | | | | | | |

11 Add the invoiced gallons in Column 9, Lines 1 through 10, and write the total here.**11** _____**12** If you are filing only **one** Schedule DD, write the amount from Line 11 here.**12** _____

If you are reporting

- MFT-free gallons only, also write this amount on Form RMFT-5, Line 8a, Column 3.
- UST-/EIF-free gallons only, also write this amount on Form RMFT-5-US, Line 8, Column 1.
- both MFT- and UST-/EIF-free gallons, also write this amount on Forms RMFT-5, Line 8a, Column 3, and RMFT-5-US, Line 8, Column 1.

If you are filing **more than one** Schedule DD, see instructions.

General Instructions

Schedule DD is used for reporting the following taxes:

- Motor Fuel Tax (MFT)
- Underground Storage Tank Tax (UST)
- Environmental Impact Fee (EIF)

What is dyed diesel fuel?

Dyed diesel fuel is any special fuel that **has been dyed** per Section 4d of the Motor Fuel Tax Law.

When do I file this schedule?

You must file Schedule DD with Form RMFT-5, Motor Fuel Distributor/Supplier Tax Return, if you are reporting MFT-free gallons only or both MFT- and UST-/EIF-free gallons.

You must file Schedule DD with Form RMFT-5-US, Underground Storage Tank Tax and Environmental Impact Fee Receiver Tax Return, if you are reporting UST-/EIF-free gallons only.

What records must I keep?

You are required by law to keep books and records showing all purchases, receipts, losses through any cause, sales, distributions, and use of fuels.

What if I need additional assistance?

If you have questions about this schedule, write to us at Motor Fuel Tax, Illinois Department of Revenue, P.O. Box 19477, Springfield, Illinois 62794-9477, or call our Springfield office weekdays between 8 a.m. and 4:30 p.m. at 217 782-2291.

Step-by-Step Instructions

Step 1: Complete the following information

Write your company name, your license number, and the period for which you are reporting. Check the boxes next to the tax/fee type you are listing on this page. Report one tax/fee type per page.

Step 2: Report your tax- and fee-free sales

Lines 1 through 10 —

Column 1 - Write the month, day, and year of the invoice.

Column 2 - Write the invoice number.

Column 3 - Write the carrier's complete business name.

Column 4 - Write the bill of lading or manifest number.

Column 5 - Write the purchaser's complete name.

Column 6 - Write the name of the Illinois city from which the dyed diesel fuel product originated.

Column 7 - Write the name of the Illinois city to which the dyed diesel fuel product was delivered.

Column 8 - Write the purchaser's Illinois license number.

Column 9 - Write the number of invoiced gallons.

Line 11 - Add the invoiced gallons reported in Column 9, Lines 1 through 10.

Line 12 - If you are filing **more than one** Schedule DD:

First, group together all Schedules DD that report

- **UST-/EIF-free only** gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page.
- **MFT-free only** gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page.
- **both MFT- and UST-/EIF-free** gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page.

Then, add the **totals** from Lines 12 of the Schedules DD that report

- **UST-/EIF-free only** gallons and **both MFT- and UST-/EIF-free** gallons and write this amount on Form RMFT-5-US, Line 8, Column 1.
- **MFT-free only** gallons and **both MFT- and UST-/EIF-free** gallons and write this amount on Form RMFT-5, Line 8a, Column 3.

